



State of Arizona  
Department of Education

**Tom Horne**

Superintendent of  
Public Instruction

Date: August 1, 2007

Superintendent/Director

**LEA**

Address

City, AZ ZIP

**Subject: Cycle 5 Monitoring**

Dear Superintendent/Director:

The No Child Left Behind (NCLB) legislation, effective January 8, 2002, requires that states carry out monitoring and evaluation activities to determine the effectiveness of educational programs that serve the needs of at-risk students and their teachers. The Arizona Department of Education (ADE) has developed a 6-year self-assessment monitoring process in which different requirements will be reviewed in each of the six years. The complete monitoring process includes reviewing policies and procedures, the Local Educational Agency (LEA) Consolidated Plans, applications for funds, completion reports, audit reports, needs assessments, professional development activities, highly qualified personnel requirements, school improvement requirements, innovative programs, and Title I provisions as well as some other state and federal programs.

This monitoring process is to ensure that all LEAs are complying with the requirements of NCLB. Each LEA is scheduled to move annually through the 6-year cycle; your LEA has been assigned to Cycle 5 for the 2007-2008 school year. This means that you will use the enclosed Cycle 5 self-assessment checklist to review the required components of your NCLB programs and Title I schools to ensure compliance with these requirements. Each item is listed separately so that you can indicate compliance or non-compliance. The completed Statement of Assurance, Cycle 5 checklist and Compliance Activities Worksheet along with the requested documentation are then returned to the ADE.

Even though the ADE has implemented an on-going review process, we will be looking at some items only once during the six year process. It is still your responsibility to review and revise, if necessary, your consolidated plan and programs at least annually.

The activities for Cycle 5 are as follows:

- ☐ Completion of 2006-2007 Cycle 4 On-Site monitoring compliance activities
- ☐ Gifted program (*charter schools exempt unless applying for gifted funding*).

Enclosed you will find a checklist for your gifted program mentioned above. Complete the checklist if applicable as indicated below:

Directions for completing the checklist, if applicable:

1. Review each item on the checklist
2. Determine if each item is in compliance **(I)** or out of compliance **(O)**.
3. If the item is present and in compliance, mark the item **I**.
4. If the item is missing or non compliant, mark the item **O**.
5. For any items marked **O**, the LEA will complete the attached Cycle 5 Compliance Activities Worksheet to indicate how the LEA will bring the item(s) into compliance.
6. If the LEA needs technical assistance in a particular area, complete that section of the Cycle 5 Compliance Activities Worksheet.
7. Once all of the compliance activities assigned from the 2006-2007 Cycle 4 On-Site Monitoring have been corrected, please complete the checklist if applicable and sign the Statement of Assurance verifying that all requirements have been met.
8. Mail all the documentation requested, the Statement of Assurance, and the checklist to ADE by **December 1, 2007**.

Mail to:

Ms. Bobbie Orlando  
Arizona Department of Education  
1535 W. Jefferson Ave Bin #32  
Phoenix, AZ 85007

**\*NOTE**

If your LEA decides to decline Title I funds this year or if your LEA was not eligible to receive Title I funds this year, it will not be necessary for you to conduct the self-assessment of your NCLB programs. Instead of returning the self-assessment cycle documentation, please complete the information on the attached memorandum and return it by **October 1, 2007 to:**

**Lois Kruse  
Arizona Department of Education  
1535 W. Jefferson, Bin #41  
Phoenix, AZ 85007**

Thank you for your assistance in conducting the monitoring of your NCLB programs. If you have any questions or need technical assistance, please contact your assigned specialist.

Sincerely,



Bobbie Orlando  
Monitoring Manager for NCLB Programs  
602-542-4392

CC: NCLB Coordinator  
Specialist  
File